

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

**February 1, 2006
Minutes**

Members present: Larry Bargy, Gene Dawson and Mike Crawford
Members absent: None
Others present: Pete Garwood and Jack White

1. Meeting called to order at 8:30 a.m.

2. Public Comment

None.

3. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, joined the meeting.

Mr. Vitale informed the Committee that one of the roof top heating/cooling units has a hole in the heat exchanger. Mr. Vitale is getting three quotes for a replacement of a heat exchanger or a replacement of the entire unit.

Motion by Larry Bargy, supported by Gene Dawson, to direct Mr. Vitale to get three quotes for replacing the unit. Mr. Garwood and Committee Chair, Mike Crawford will contact all members in an effort to gain consensus on the best choice to complete the job. The funding is to come out of the Jail building maintenance budget. The project will be treated as an emergency situation under the County's bid policy. Motion carried – unanimous.

4. County Building Roof

The County Building roof leaks have recently been repaired.

The maintenance staff has been busy cleaning carpets, painting and scrubbing the restroom floors.

Mr. Crawford informed the Committee that Bob Smith, from Chain of Lakes Masonry, has been in the jail and will provide a quote to build a concrete block wall in the dining area to create a storage room.

5. Jail Study

Dan Bean, Undersheriff, and Louis Basso, Jail Sergeant, joined the meeting.

Bob VanPutten, from Landmark Design, joined the meeting and presented the jail study.

Motion by Gene Dawson, supported by Larry Bargy, to direct Bob Van Putten to present the jail study to the Board of Commissioners at their next regular meeting on February 9, 2006. Motion carried – unanimous.

6. Bellaire Computer Center

❖ Moving Data Rack in the Courthouse

One of the judges in the Circuit Court has requested a data rack in the Clerk's Office, on the third floor in the 1905 Courthouse, be moved. A quote from Sky Telecom presented three options for moving and concealing the data rack.

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners choose option 1 for moving the data rack at a cost of \$600 (attached). Motion carried – unanimous.

7. Office Space

❖ Prosecutor Space

The Committee talked to Joe Wirtz, Contractor, (on speakerphone) about improvements at the Prosecuting Attorney Office. Mr. Wirtz will meet with Mr. Koop at the Prosecuting Attorney office tomorrow to go over the needed changes.

❖ Abstract and Equalization Space

Theresa Kent, Abstractor, and Bob Englebrecht, Equalization Director, joined the meeting. The Committee requested that Mr. Garwood contact a list of contractors, electricians and mechanical contractors to get a time and material quote to complete the work for the two departments.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve giving the Chairman of the Building and Grounds Committee and the Coordinator/Planner the authority to make a decision on choosing a builder, electrician and a heating contractor for the remodeling of the Equalization Department and the Abstract Department. Motion carried – unanimous.

8. 1905 Courthouse Tower Safety/Reinforcement Project Update

Mr. Crawford and Mr. Garwood informed the Committee that they had met with structural engineer, Dave Chryst, at the 1905 Courthouse. Mr. Chryst conducted an evaluation of the clock tower in the Courthouse and will have a report to us soon.

Additionally, Joe Wirtz, contractor, will be starting on the structural/safety repairs in the clock tower at the end of this week or the beginning of next week.

9. Vehicle Ice Damage

Mr. Garwood explained that over the Christmas holidays an employee from Community Mental Health (CMH) alleges to have experienced ice damage on the hood of her vehicle from ice that fell off the File Storage Building. We instructed her to fill out a report for our insurance company. We have been contacted by our insurance company asking for direction on the matter. The facts are; it allegedly happened on December 23, 2005, a police report was never filed, there were no witnesses, and a claim or accident report was not filed until January 10, 2006. The County's insurance company recommends initial denial. They will then discuss it with the individual's insurance company if it goes further. The Committee agreed with this plan of action.

Meeting adjourned at 11:05 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

March 1, 2006 Minutes

Members present: Larry Bargy, Gene Dawson and Mike Crawford
Members absent: None
Others present: Pete Garwood

1. Meeting called to order at 8:35 a.m.

2. Public Comment

None.

3. Maintenance Department Update

Privacy Panels

Mr. Vitale informed the Committee that he had a request from Habitat for Humanity for some office privacy panels. Mr. Vitale indicated we do have some available that no one has been using for some time.

Motion by Gene Dawson, supported by Larry Bargy to recommend the Board of Commissioners approve giving the Habitat for Humanity three office privacy panels which are currently in storage. Motion carried – unanimous.

Antrim County Building Roof

The Committee reviewed a letter from Springfield Construction, in which they recommended replacement of the County Building roof. The Committee asked Mr. Vitale if we could go another year without replacing it. Mr. Vitale indicated he thought we could.

Courthouse Sink

Mr. Vitale and Mr. Crawford will review the catalogs to find an appropriate new sink and faucet for the employee (women's) restroom in the Courthouse.

Mr. Vitale indicated we should consider putting a new lawn tractor in the budget for 2007. He indicated we have had the current lawn tractor for about 9 years, it has been run quite hard and is getting worn out. The Committee agreed that Mr. Vitale should put a request in the 2007 budget.

4. Animal Shelter – Robert Yvon Correspondence

The Committee reviewed a letter from Bob Yvon, Architect for the animal shelter. Mr. Yvon indicated he was willing to forego billing the County for the final \$1,835.00 for his contract on the animal shelter to help defray the cost overrun caused by problems with the materials used.

5. Lakeshore Energy Proposal

The Coordinator/Planner Office has been contacted by Lakeshore Energy Services offering a one or two year contract for the purchase of natural gas at a locked-in rate of \$1.095 per Ccf. A review of the County's bill from DTE (or MichCon), the price per Ccf that MichCon is offering natural gas for on a website, and the fact that DTE has filed for an increase in their rates effective April 1, 2006, indicate the offer is a good price.

Motion by Gene Dawson, supported by Larry Bargy to recommend the Board of Commissioners enter into a contract with Lakeshore Energy to purchase natural gas from them for a two year period pending review of the agreement by legal counsel. Motion carried – unanimous.

6. 1905 Courthouse – Tower Safety/Reinforcement Project

Mr. Garwood informed the Committee that J & W Construction has been completing the needed repairs and other measures in the Courthouse clock tower area. However, it was felt that some of the masonry work and the carpentry work would need to be completed at the same time. Therefore, Mr. Garwood received quotes on completing the needed masonry work (re-tuck pointing various areas in the tower). The project, because of the need for the two trades to work together, was confirmed as an emergency by the Chairman of the Buildings and Grounds Committee and the Chairman of the Board of Commissioners.

The project was awarded to Chain of Lakes Masonry with a not to exceed of \$3,300.

Bonnie Homan, Chief Deputy of the Register of Deeds Office joined the meeting.

7. Medical Examiner Office Space

Medical Examiner Office Space

The Public Safety Committee requested that the Building and Grounds Committee find office space for the Medical Examiner in the County facilities. The Committee will be looking for an office space for the Medical Examiner.

8. Office Space

Prosecutor Office

Mr. Koop joined the meeting and indicated he is waiting for a drawing from Joe Wirtz of J&W Construction for his office modifications.

Equalization and Abstract Office

Theresa Kent, Abstractor and Bob Englebrecht, Equalization Director joined the meeting.

Mr. Garwood indicated he is waiting for a bid from J&W Construction, and will be meeting with Moon Electric regarding the space that needs to be remodeled to accommodate the Equalization Department and the Abstract Department office space changes.

Ms. Homan indicated that she and the Register of Deeds believe more room could be made in the vault with some minor changes.

9. Jail Space Update

The next Jail Ad Hoc Committee meeting is scheduled for March 28 at 12:00 noon. The Committee reviewed a statistics sheet that illustrates the jail population for select days in 2005 (attached). The Committee discussed how to get the word about the jail out to the public and the township and village officials.

The Committee discussed the possibility of developing a fact sheet. Sheriff Johnson indicated he is in the process of visiting all the townships. He will bring up the jail issue at the meetings.

Mr. Garwood will get the name of a facilitator recommended by Bob VanPutten.

10. Meadowview Apartments – Exterior Repair

The Committee discussed the difficulty of drafting firm specifications for the Meadowview exterior repair project due to the fact that many of the problems could be buried under the top layer of the EIFS.

Motion by Gene Dawson, supported by Larry Bargy to recommend the Finance Committee find the money and the Board of Commissioners approve a motion to put the Meadowview Apartment exterior repair project out for competitive time and material quotes not to exceed \$30,000. Motion carried – unanimous.

The Coordinator/Planner Office would require references and pictures of past jobs.

Meeting adjourned at 11:00 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

April 5, 2006
Minutes

Members present: Larry Bargy, Gene Dawson and Mike Crawford
Members absent: None
Others present: Pete Garwood and Jack White

1. Meeting called to order at 8:30 a.m.

2. Public Comment

None.

3. Maintenance Department Update

Much yard maintenance and spring clean up is taking place.

Mr. Vitale indicated water is leaking into the clock tower below the clock face of the 1905 Courthouse clock tower. If it appears to be leaking in through the masonry, Peter Garwood, Coordinator/Planner will contact Northern Restoration and Waterproofing (the company that re-tuck pointed the building).

The maintenance crew has been stripping and waxing the floors in the County Building.

Two additional holes have been patched on the County Building roof.

Mr. Vitale presented a cost estimate for a new lawn tractor for next year's budget.

4. Office Space

✧ Prosecutor and Medical Examiner Office Space

No information was presented and no action was taken on possible space changes for the Prosecuting Attorney Office or the Medical Examiner space.

✧ County Building Space Changes

The Committee reviewed quotes from three companies for the remodel of the space on the first floor for Equalization Department and the Abstract Department. The quotes for the construction part are as follows:

UBU, Inc.	\$ 4,298.00
Ken Kelly Construction	\$11,400.00
J&W Construction (includes construction, electrical, re-carpet, etc)	\$54,834.00

A quote for electrical work only is as follows:

Moon Electric (a time & material bid with a not to exceed)	\$ 6,400.00
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Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the bids from UBU, Inc. for the construction changes (attachment) and the Moon Electric bid for the electrical work for the remodeling of the first floor space for the Abstract Department and the Equalization Department (attachments). And recommend the Finance Committee set a budget of \$25,000 for all improvements. Motion carried – unanimous.

In addition to the construction work and the electrical work, there may be some mechanical work, carpet work, painting and the fire alarm system must be moved in some places to accommodate the wall movement.

✧ Register of Deeds Vault

Ms. Niepoth, Register of Deeds informed the Committee she has a quote coming for new shelves in the vault.

5. Animal Shelter

Mike Ellwinger, H&D Paving, joined the meeting. Mr. Ellwinger just wanted to touch base regarding the work that H&D did at the animal shelter.

6. Sheriff Department

A quote from Chain of Lakes Masonry to create new storage space in the jail through construction of two block walls and a security door was reviewed by the Committee (attachment).

Motion by Gene Dawson, supported by Mike Crawford, to recommend the Board of Commissioners approve the cost of \$4,325.00 to construct a storage space (of block) in the jail. The dollars to complete the job are to come out of the Sheriff Department budget. Motion carried – unanimous.

7. Jail Space Update

The Committee reviewed the notes from the Jail Space Ad Hoc Committee.

8. 1905 Courthouse

✧ Tower Safety/Reinforcement Project Update

Mr. Garwood presented an invoice from J&W Construction Co. for \$8,874.17. This should be the last invoice on the project.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Finance Committee find the dollars and the Board of Commissioners approve paying the bill of \$8,874.17 from J&W Construction Co. for the work done on the 1905 Courthouse clock tower (attachment). Motion carried – unanimous.

Dave Chryst, structural engineer from CTM Associates, Inc., will be contacted to complete a final inspection of the tower.

9. Equipment and Furniture Disposal Policy

Mr. Garwood indicated that the problems with the policy are, it makes no provision for the possibility of giving old furniture to another governmental entity or non-profit entity, and it does not indicate who is responsible for conducting sale of the old furniture and equipment. The Committee will review and propose changes for the next months' meeting.

10. Various Matters

✧ Enercom

Mr. Garwood informed the committee he has received another offer for locking in natural gas prices. It was similar to the offer the Board of Commissioners approved last month.

11. Meadowview Apartments Exterior Repair Project

Mr. Garwood informed the Committee that the Coordinator/Planner has revised the bid specification, and sent out the notices that the County is accepting quotes for the Meadowview Apartment exterior repair project.

Meeting adjourned at 10:30 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

**May 3, 2006
Minutes**

Members present: Larry Bargy, Gene Dawson and Mike Crawford
Members absent: None
Others present: Pete Garwood and Jack White

1. Meeting called to order at 8:30 a.m.

2. Public Comment

None.

3. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, joined the meeting. Mr. Vitale informed the Committee that the crew is focusing on landscaping and other outdoor maintenance.

Mr. Vitale informed the Committee that the tree on the south side (front) of the County Building is damaging the sidewalk.

Motion by Gene Dawson, supported by Larry Bargy, to instruct Mr. Vitale to have the tree on the south side (front) of the County Building removed. Motion carried – unanimous.

4. Office Space

✧ Equalization and Abstract

The Committee decided to have a silent auction to get rid of the furniture and the equipment. The Committee set a date of around the 26th of May.

✧ Prosecutor Office

Charles Koop, Prosecuting Attorney, joined the meeting at 8:55 a.m. Mr. Koop informed the Committee that rather than having a permanent wall built he is now considering having movable walls with a door installed.

✧ Medical Examiner

The Committee agreed that either the space in the Milton Township or the Emergency Operations Center would be a good place for the Medical Examiner.

5. Jail Space Update

Mr. Garwood indicated that he has ordered additional jail studies for the townships and villages. Sheriff Johnson informed the Committee that he and Marna Robertson are planning on getting together to discuss the possibility of sharing kitchen facilities between the jail and the medical care facility.

6. 1905 Courthouse - Tower Safety/Reinforcement Project Update (attachments)

Mr. Garwood informed the Committee that the construction is complete in the 1905 Courthouse tower and both Dave Cryst, the structural engineer, and Art Lennox, the engineer that drew the plans for the catchment systems, has signed off. He also indicated that he has called Dean Bull, Horologist (clock guy), and gave him the go ahead to fully activate the clock.

7. Meadowview Apartments Exterior Repair

The Committee reviewed two quotes, one from the Good Ol' Boys Construction (Dick Russell) and the other from Miller Construction Services. Members of the Committee were familiar with the work of the Good Ol' Boys and indicated it was very good. Mr. Garwood indicated he has asked for references from Miller Construction but has not received any to date.

The Committee requested that Mr. Garwood contact Mr. Russell, from the Good Ol' Boys Construction Company, and inquire about his availability. Mr. Garwood will try to get in touch with Mr. Russell by the end of the week and get the results to the Committee chairman.

Nancy Hunt has inquired about donating some landscape paintings of Antrim County to hang in the County Building. This issue will be on the next month's agenda.

Meeting adjourned at 10:08 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

**June 7, 2006
Minutes**

Members present: Larry Bargy, Gene Dawson and Mike Crawford
Members absent: None
Others present: Pete Garwood, Jack White and Joe Meyers

1. Meeting called to order at 8:30 a.m.

2. Public Comment

None.

3 Bid Opening

The Committee opened bids for the old generator. The bids came in as follows:

Name	Bid amount
Mike Graham	\$159
Charles Wood	\$250
J and J Auto Parts and Wrecker Service	\$600

Motion by Larry Bargy, supported by Gene Dawson to recommend the Board of Commissioners accepts the bid of \$600 from J and J Auto Parts and Wrecker Service for the old generator (attachment). Motion carried – unanimous.

4. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, joined the meeting. Mr. Vitale gave a quote on a new tractor from Voelker Implement Sales (attachment).

Mr. Vitale indicated that he is planning for next years budget and his current tractor has 1200 hours and the average life span for tractors are around 900 hours.

Mr. Vitale informed the Committee of the silent auction and the part his employees are playing in that.

5. Office Space

✧ Medical Examiner

The Committee discussed putting the medical examiner in the Emergency Operations Center at the airport. Pete Garwood indicated that we would have to get him a gate opener and a locking filing cabinet. The Committee further discussed that this could also be a temporary site selection as well.

6. 1905 Courthouse - Tower Safety/Reinforcement Project Update

Mr. Vitale indicated that the clock is running very well and felt that the contractor did a fine job.

Motion by Gene Dawson, supported by Larry Bargy to approve the bill from Dean Bull in the amount of \$450.00 for repair of the Clock Tower (attachment). Motion carried – unanimous.

7. Meadowview Apartments Exterior Repair

Mike Crawford informed the Committee of the problems with the Meadowview project. Mr. Crawford explained how the work done in the past relates to the work currently being done.

Mr. Garwood indicated that we are currently at \$22,000 for the exterior project.

8. Equipment and Furniture Disposal

The Committee further discussed the silent auction.

Pete Garwood noted that once the Equalization department moves to the old Health department there would be a lack of storage in the County building. The Committee discussed other options for storing old equipment.

Meeting adjourned at 9:30 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

July 5, 2006 Minutes

Members present: Larry Bargy, Gene Dawson and Mike Crawford
Members absent: None
Others present: Jack White and Joe Meyers

1. Meeting called to order at 8:30 a.m.

2. Public Comment

None.

3. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, joined the meeting. Mr. Vitale presented his budget and capital outlay for the 2007 year. Mr. Vitale noted that he received two quotes for the tractor in the capital outlay.

Motion by Larry Bargy, supported by Gene Dawson to approve the 2007 budget, the capital outlay, the '05 Courthouse and the Grove Street Annex budget requests and recommend submission to the Finance Committee. Motion carried – unanimous.

The Committee discussed the capital outlay and they decided to have Mr. Vitale get a full quote from Voelker Implement Sales Inc.

Mr. Vitale gave an update regarding the County Buildings.

4. County Buildings

- Prosecutors' Office – Charlie Koop entered the meeting to discuss his 2006 capital outlay as his department is getting ready for their remodeling project. Mr. Koop requested an additional \$5,000 for new carpeting as all of the existing furniture will be removed and it will be the ideal time to re-carpet their department.

Motion by Gene Dawson, supported by Larry Bargy to recommend the Finance Committee find the dollars and the Board of Commissioners approve adding carpeting to the Prosecuting Attorney's 2006 capital outlay request at a cost not to exceed \$5,000. Motion carried – unanimous.

- Jail – the jail had requested panic buttons be installed in all living areas and to remodel the "booking" area. This matter was postponed until the August meeting.
- Capital Projects fund – this matter was postponed until next month.

5. Silent Auction

Mr. Meyers gave an update of the success of the silent auction. Mr. Meyers noted that we collected \$364 for all of the items and the rest were taken to Goodwill.

6. Storage Area

The Committee discussed the new voting machines and the need to store the old ones until we figure out what to do with them. The Committee postponed this matter until next month.

7. First Floor Remodeling

Steve Groll joined the meeting to discuss the phone and data wires in the remodeling project. Mr. Groll indicated that we can do two things; we can rewire the two offices with the recommended wires or we can use the existing system and wait for the entire building to be rewired. Mr. Groll indicated that, in his opinion, we should wait for the consultant because they might have different ideas.

The Committee referred this to the Computer Committee.

8. Snowplowing and Snow Removal

The Committee reviewed the Snowplowing and Snow Removal Specifications for the 2006 through 2008 seasons (attached).

Motion by Gene Dawson, supported by Larry Bargy to send the Snowplowing and Snow Removal out for bid. Motion carried – unanimous

9. Meadowview Apartments

The Committee discussed the Meadowview Apartments project. Mr. Meyers indicated that they were over the current projected budget of \$30,000 and that they were at \$43,706.24 not including the emergency work being done by Crawford Construction. Mr. Crawford noted that in speaking with Mr. Russell of Good Ol' Boys Construction, the job is will cost approximately \$90,000.

Mr. Crawford further noted that the Meadowview Apartments roof is in need of repair. The Committee reviewed a bid proposal from Springfield Construction for a cost \$60,000.

Motion by Gene Dawson, supported by Larry Bargy to recommend the Finance Committee set aside \$120,000 to complete the Meadowview project. Motion carried – unanimous.

Meeting adjourned at 10:30 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

SPECIAL MEETING

July 13, 2006

Minutes

Members present: Gene Dawson and Mike Crawford
Members absent: Larry Bargy
Others present: Pete Garwood, Jack White and Laura Stanek

1. Meeting called to order at 8:30 a.m.

2. Public Comment

None.

3. Meadowview Apartments

Mike Crawford, Chairman, informed the committee of the new problems at the Meadowview Apartments. The roof on a back addition to the apartments is rotted, is leaking and has layers and layers of old roofing on it creating concerns about too much weight for the structure.

Mr. Crawford's company Crawford Construction stepped in on an emergency basis to fix the roof problems. However, because Mr. Crawford is a commissioner, we have contacted Mr. Joe Wirtz, contractor, who is willing to take over the project on an emergency basis.

Mr. Crawford indicated a solution would be to have Joe Wirtz tear off the parapet, tear off the layers of roof, fortify the roof deck if needed, and have Springfield Construction re-cover it with a membrane roof.

Mr. Wirtz would do the work on a time and material basis at \$40 an hour for his services and \$35 an hour for his crew. Springfield Construction has submitted a bid to install a membrane roof on the above described area as well as two other small roof areas that also have underlying problems at a cost of \$6,303.

It was the consensus of the Committee to recommend the Board of Commissioners endorse the above proposal.

Meeting adjourned at 8:55 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

August 2, 2006
Minutes

Members present: Gene Dawson, Larry Bargy and Mike Crawford
Members absent: None
Others present: Pete Garwood and Jack White

1. Meeting called to order at 8:30 a.m.

2. Public Comment

None.

3. County Building - Spot Cleaning and Water Repellent Application

The Committee reviewed a quote from Northern Restoration & Waterproof System, Inc. to clean and waterproof the County Building for \$17,510.00. The Committee decided to submit the quote as a part of the 2007 budget. If the budget request is granted, the Coordinator/Planner Office will bid the work out next spring or summer.

4. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, informed the Committee that the air conditioning in the County Building had been out of order for the last two days. Mr. Vitale indicated the problem was found and it looks like someone would have to have purposely disconnected a wire. The problem has been fixed and the air conditioning is currently working fine. Mr. Vitale also informed the Committee that the compressors as well as the entire air conditioning system is getting old and labors quite hard in above 90 degree weather.

Mr. Vitale has checked into prices for a used lift (cherry picker) as directed by the Committee. Mr. Vitale indicated we should be able to get one for around \$9,000 to \$10,000.

Sherry Comben, Treasurer, and Patty Niepoth, Register of Deeds, joined the meeting.

Mr. Vitale submitted quotes for a new lawn tractor from Work and Play and Voelkers. The Committee has recommended it be included in the 2007 budget. Mr. Vitale will take the purchase details further when/if the expenditure is included in the 2007 budget.

Motion by Gene Dawson, supported by Mike Crawford, to recommend the Finance Committee include \$11,000 in the 2007 budget for a new lawn tractor for the Maintenance department. Motion carried – unanimous.

Mr. Vitale informed the Committee that the front counter gate at the Equalization office will have to be moved by the company that provides them. Mr. Garwood informed the Committee that the involvement of this company and the fire alarm company (to move the visual fire alarms) are expenses that have not been included as of yet.

5. Prosecuting Attorney - Office Remodeling/Security

Charles Koop, Prosecuting Attorney, joined the meeting and presented two quotes for redesigning the office work stations for functionality and security. Mr. Koop also presented a quote for new carpet. Mr. Koop requested an additional \$10,000 be added to his capital outlay budget to complete the project.

Motion by Gene Dawson, supported by Mike Crawford, to recommend the Finance Committee find the dollars and the Board of Commissioners approve budgeting an additional \$10,000 for remodeling and installing security measures and carpet in the prosecutor's office. Motion carried – unanimous.

6. County Building - Space Renovation

Peter Garwood, Coordinator/Planner, presented a diagram to illustrate the changes we were considering making to the remodeling project in the Abstract Office, Register of Deeds Office and the Treasurer Office. However, Mr. Garwood indicated that since we had settled on the changes, we found out they would have an adverse affect on how the Treasurer's office uses the copy room space. Ms. Comben presented an alternative plan which appeared to work out for all parties. The Committee agreed to go ahead with the alternative plan.

7. Storage Area for the Voting Machines

The voting machines have been moved partly to the file storage building and partly to the old animal shelter.

8. Meadowview Apartments

◇ Exterior Repair Project

Mike Crawford, Chairman, and Mr. Garwood updated the Committee on the progress at the Meadowview Apartments exterior repair project.

Mr. Garwood informed the Committee that our contractor who is working on the exterior repair problem, Dick Russell, informed us that a 30' by 30' section of the Meadowview Apartments building has the same problem we ran into on other sections; the parapet wall is not framed in but is only made of stacked drywall. He also indicated the stacked drywall appeared to be solid and not damaged. Mr. Russell indicated it could be left that way and he could simply fix the cracks in the exterior drivet and leave it as is or we could remove the drywall and properly frame in the parapet wall. After much discussion the Committee decided to finish it properly and have J & W Construction build a wooden frame for the parapet wall.

Motion by Gene Dawson, supported by Mike Crawford, to peel back the roof, remove the stacked dry wall on the 30' by 30' section of the Meadowview Apartments, and have J & W Construction build a proper wood frame parapet wall. Motion carried – unanimous.

This action will be taken on an emergency basis, due to the need to keep the exterior repair project moving toward completion.

✧ Roof

Mr. Garwood presented a draft of a “request for bid” for roof replacement. The Committee decided they would only entertain bids for a membrane style roof. The Committee decided to include the previously mentioned 30’ by 30’ section of the building in the bid request so that the entire building will have a new roof.

Motion by Gene Dawson, supported by Mike Crawford, to recommend the Board of Commissioners authorize bidding out the three remaining areas of the roof at Meadowview Apartments. Motion carried – unanimous.

Meeting adjourned at 10:40 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

September 6, 2006 Minutes

Members present: Gene Dawson, Larry Bargy and Mike Crawford
Members absent: None
Others present: Pete Garwood and Jack White

1. Meeting called to order at 8:30 a.m.

2. Public Comment

None.

3. Maintenance Department Update

❖ Equalization Gate

Dave Vitale, Maintenance Supervisor, reviewed a plan for removing the gate from the current Equalization Department and reinstalling the front desk security pull down gate in the future location. The plan was submitted by Garage Door Services out of Traverse City. However, Mr. Vitale also indicated we are currently waiting for GDS to submit a cost with the plan.

The Committee requested that Peter Garwood, Coordinator/Planner, and Dave Vitale take the bid for reinstalling the security gate in the new Equalization Department office space to the Finance Committee.

❖ County Building Roof

Mr. Vitale informed the Committee that Springfield Construction will be conducting regular inspections of the County Building roof twice a year at an annual cost of about \$200.

❖ 1905 Courthouse

Mr. Vitale informed the Committee that the clock in the tower of the 1905 Courthouse has been temporarily shut down for an adjustment.

❖ Veterans Monument

The Veterans Monument was hit by a pick-up truck a few weeks ago. An insurance report was completed, but we have not heard back from the insurance company, Michigan Municipal Risk Management Association (MMRMA). Mr. Garwood will follow up with a phone call to MMRMA.

❖ Jail Generator

The Coordinator/Planner Office had just received a quote from Cummings-Bridgeway Power for a renewal of a maintenance agreement for the new generator at the jail. Mr. Garwood will check to see if the generator is still under warranty which may negate the need for a maintenance agreement.

❖ Cabinet Doors – Clerk's Office and Break Room

Mr. Vitale informed the Committee that the cabinet doors in the Clerk Office and the employee break room have been painted by his crew.

❖ Break Room Flooring

Mr. Vitale indicated the employee break room carpet needs to be replaced. Mr. Vitale recommended it be replaced with tile. The Committee agreed and directed him to get prices.

4. Bid Opening - Meadowview Apartments Roof Replacement

Chairman Mike Crawford opened two bids for the roof replacement at Meadowview Apartments (attachments).

- Springfield Construction
 - Membrane only \$44,288
 - W/one layer of 2" insulation board \$51,785
 - W/two layers of 2" insulation board \$58,733
- Great Lakes Roofing & Insulation Systems, Inc.
 - Membrane only \$26,670

Both contractors will be installing a Duro-Last membrane. The Committee was quite concerned that the prices from the two companies were so far apart. The Committee talked by speakerphone to a representative from Duro-Last who gave a good reference for both companies, but also indicated concern that the two quotations for the same job were so far apart. The Committee also talked by speakerphone to Rob Policka from Great Lakes Roofing and Insulation, Inc.

Mr. Garwood will get answers from the two companies to some additional questions and have them ready for a special Building and Grounds Committee scheduled for Thursday, September 14, 2006.

5. County Building - First Floor Remodeling

Theresa Kent, Abstractor, joined the meeting. Ms. Kent had some concerns about how the timing of the remodeling in her office will affect her ability to carry out day to day business. Mr. Garwood and Mr. Crawford will talk to the builder and the electrician.

6. Meadowview Apartments

Mr. Garwood presented the Committee with the cost to date for the exterior repair project at Meadowview Apartments (attachment). It was the consensus that additional funds should be budgeted for the exterior repair project and the roofing project.

Committee will meet again at 8:00 a.m. on Thursday, September 14, 2006.

Meeting adjourned at 11:00 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

SPECIAL MEETING September 14, 2006 Minutes

Members present: Gene Dawson, Larry Bargy and Mike Crawford
Members absent: None
Others present: Pete Garwood and Jack White

1. Meeting called to order at 8:02 a.m.

2. Public Comment

None.

3. Meadowview Apartments

❖ Roof

The Committee re-visited the two bids for roof repair at the Meadowview Apartments. Peter Garwood, Coordinator/Planner, informed the Committee of the reference checks he conducted on Great Lakes Roofing.

- Springfield Construction \$51,785
- Great Lakes Roofing \$39,670

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners award the bid to Great Lakes Roofing for \$39,670 to re-roof the Meadowview Apartments. Yes - Bargy, Dawson No - Crawford

❖ Exterior Repair

Mr. Garwood informed the Committee that the exterior repair project at the Meadowview Apartments is approaching the budgeted amount of \$120,000 and the work is not complete. The Committee talked to Dick Russell, the contractor on the job, to get an idea of how much longer it will take. He indicated about a couple of months.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners increase the Meadowview Apartment's exterior repair budget to \$162,000. Motion carried – unanimous.

4. County Building Remodeling Project

❖ Carpet

The Committee reviewed two quotes for carpet for the new Equalization Department space (attachments).

- Kiss Carpet \$2,461
- Carpet Barn \$3,094

Motion by Mike Crawford, supported by Gene Dawson, to recommend the Board of Commissioners choose Kiss Carpet at a cost of \$2,461 to re-carpet the new Equalization Department area. Motion carried – unanimous.

❖ New Counter Gate

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve an amount of \$3,900 to purchase and install a new counter gate in the new Equalization Department office. Motion carried – unanimous.

5. Meadow Brook Medical Care Facility

Mike Crawford indicated a need to contact Meadow Brook and encourage them to consider a tuck pointing job on the Medical Care facility.

Meeting adjourned at 8:57 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

October 4, 2006
Minutes

Members present: Gene Dawson, Larry Bargy and Mike Crawford
Members absent: None
Others present: Pete Garwood and Jack White

1. Meeting called to order at 8:30 a.m.

2. Public Comment

None.

3. Maintenance Update

Dave Vitale, Maintenance Supervisor, joined the meeting.

❖ Update

- The sprinkler system in the County Building has been flushed out.
- Dean Bull was called to do an adjustment to the 1905 Courthouse tower clock.
- The Victim's Assistance Coordinator will be moving into the office she previously occupied. The maintenance crew is in the process of getting the office ready.

❖ Veterans Monument

Mr. Vitale presented one bid for repairing the Veteran's monument from Beal Creek Masonry for \$1,500. Mr. Vitale indicated he had contacted a number of other companies to get quotes with no success.

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners accept the bid from Beal Creek Masonry to repair the Veterans Monument for \$1,500 (attachment). Motion carried – unanimous.

4. Snow Plow Bids

The Committee opened and reviewed two sealed bids:

- | | |
|-----------------------------------|----------|
| ❖ Bert's Excavating (2 year rate) | \$13,500 |
| ❖ Taurus Services, LLC | No quote |
- Taurus Services, LLC chose not to bid based on the bid specifications but to quote an hourly rate.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners accept the bid from Bert's Excavating (attachments) for snowplowing for a two year period at a cost of \$13,500 (a per trip fuel surcharge may be initiated if the diesel fuel prices exceed \$3.00 a gallon at the pumps). Motion carried – unanimous.

5. County Building – First Floor Remodeling Update

Peter Garwood, Coordinator/Planner, explained that drywall (as opposed to the manufactured panels which we are running out of) was used on one of the walls installed by UBU, Inc. in the soon to be Equalization Department area. Because the drywall did not come with the metal framing system, it is difficult to secure it adequately. The contractor was asked to take down a previously installed wall and add some wood cross pieces to secure the drywall at an additional cost of \$250.

**Motion by Mike Crawford, supported by Larry Bargy, to approve the change order for the County Building remodeling for UBU, Inc. in the amount of \$250.00.
Motion carried – unanimous.**

6. Carpet Cleaning

The Committee reviewed the recommended carpet cleaning literature for the new carpet that will be used as the standard throughout the County Building and 1905 Courthouse. The Committee directed Mr. Vitale to research equipment that would conform to the standards and provide price quotations to the Committee.

7. Meadowview Apartments - Exterior Repair Update

The Committee reviewed the invoice from the Good Ol' Boys Construction Company in the amount of \$57,376.91 for materials, equipment rental, and labor. With the addition of the invoice the current budgeted amount for the project (\$162,000) will be exceeded by about \$15,000. Mr. Russell of the Good Ol' Boys estimated it will take another two to three weeks to complete the job.

Motion by Gene Dawson, supported by Larry Bargy, to recommend to the Finance Committee and the Board of Commissioners approve increasing the budget to \$205,000 for the exterior repair project at Meadowview Apartments (attachment). Motion carried – unanimous.

The meeting was adjourned at 9:33 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

**November 1, 2006
Minutes**

Members present: Gene Dawson, Larry Bargy and Mike Crawford
Members absent: None
Others present: Pete Garwood and Jack White

1. Meeting called to order at 8:30 a.m.

2. Public Comment

None.

3. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, joined the meeting.

❖ Building Department

Mr. Vitale informed the Committee that the Building Department asked for a four foot wall extension to provide privacy for the building inspectors. The Committee thought it would be appropriate to request Ed Niepoth (UBU, Inc.), who is currently doing the remodeling on the first floor, to install the wall.

Motion by Gene Dawson, supported by Larry Bargy, to request UBU Inc. to add a four (4) foot wall extension in the Building Department. Motion carried – unanimous.

❖ Light for Back Parking Lot

Mr. Vitale informed the Committee that he has been asked to add an outside light in the back parking lot. The Committee agreed it was a good idea. Mr. Vitale will have the light installed and will pay for it out of the building maintenance fund.

❖ New Equalization Office

Mr. Vitale informed the Committee that Temperature Control has evaluated the mechanical concerns in the new Equalization Office (due to the remodeling). They will provide a price for the solution. Mr. Garwood informed the Committee that the construction in the new Equalization Office would be complete by tomorrow (according to Ed Niepoth) and the electrical will be dealt with the following day.

❖ 1905 Courthouse Bottom Floor Entry

The bottom floor entry of the 1905 Courthouse (also the handicap entry) has a small roof over the entry that is attached to the building on one side and held up by posts on the other side. The bottom sections of the posts were rotting and have been replaced.

❖ Prosecutors Office Remodeling

The maintenance crew has been working with the vendor to make the office remodeling project in the Prosecuting Attorney office go smoothly.

❖ Attic and Roof

Mr. Vitale will monitor the conditions in the 1905 Courthouse attic and will vent it appropriately this winter.

❖ Monument

The Veterans Monument should be repaired next week by Beal Creek Masonry.

Sheriff Johnson indicated that there is a need for a waterproof board to be installed on the walls in the cat room at the animal shelter to provide a surface that is easily cleaned. Mr. Vitale will work with the Sheriff on the issue.

Sheriff Johnson inquired about having some kind of heat in the old 911 generator room. Since the generator has been removed they intend to use it for storage for the jail kitchen. Mr. Vitale will work on a heat source for the room.

4. 911 Generator

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Chairman of the Board of Commissioners sign the maintenance agreement for the new 911 generator (\$492.00 for the year). Motion carried – unanimous.

5. Jail Ad Hoc Committee

The next Jail Ad Hoc Committee meeting is scheduled for November 29 at 11:00 a.m.

6. County Building Lunch Room Floor

The Committee reviewed four quotes for ripping out the carpet and replacing it with vinyl.

Kiss Carpet	\$955.12
Kaskaska Floor Covering	\$738.54
Carpet Barn	\$596.34
Floor Covering Broker	\$986.41

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the quote of \$596.34 from Carpet Barn (attachment) to rip out the carpet and install vinyl in the lunchroom in the County Building. Motion carried – unanimous.

7. Meadowview Apartment

Mr. Garwood and Mr. Crawford informed the Committee that they had a meeting with the contractor, Dick Russell about material billing. At the end of the meeting all were in agreement regarding appropriate items and methods for billing.

Meeting adjourned at 9:40 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

December 6, 2006
Minutes

Members present: Gene Dawson, Larry Bargy and Mike Crawford
Members absent: None
Others present: Pete Garwood and Jack White

1. Meeting called to order at 8:30 a.m.

2. Public Comment

None.

3. Medical Examiner Sign

Sheriff Terry Johnson joined the meeting. The Committee discussed the request by Dr. Dewey Benson, Medical Examiner, for a sign at the location of his office. Sheriff Terry Johnson will talk to Dr. Benson to get a better idea regarding the need for the sign and to inform Dr. Benson how the request process works.

4. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, joined the meeting and updated the Committee on activities in his department.

❖ 1905 Courthouse

The 1905 Courthouse in the Prosecutors Office (third floor) has water leaking into the office. Mr. Vitale will investigate further to try and determine the source of the leak. Northern Restoration and Waterproofing will be contacted if it is determined the leak is coming through the exterior walls rather than the roof.

❖ Veterans' Monument

The Veterans' Monument in the front of the County Building has been repaired.

❖ Remodeling Project

The Maintenance crew has been working in the Abstract office moving furniture and painting during the remodeling.

❖ Cat Room in the Animal Shelter

The Sheriff has asked that plastic waterproof panels be installed on all the walls in the cat room at the Animal Shelter. Mr. Vitale indicated his crew would not have the time to take on this project.

❖ Tractor

Mr. Vitale indicated he will pursue replacing the tractor before the first of the year. The funds to pay for it are in the 2007 budget. He expects the vendor will agree to deliver before the end of the year and accept payment after the new year begins.

❖ First Floor Lunchroom

The carpet on the floor in the lunch room will be replaced with linoleum tile on Friday, as approved.

5. County Building

❖ First Floor Remodeling Update

The Committee reviewed the amended plan for the Abstract Department remodeling, along with a change order at a cost of \$1,732.20 (attachment).

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Finance Committee find the funds and the Board of Commissioners approve the change order from UBU Inc. for \$1,732.20. Motion carried – unanimous.

❖ Re-Carpeting County Building

Mr. Garwood informed the Committee that nothing has been budgeted in 2007 for re-carpeting in the County Building and the 1905 Courthouse. Discussion took place about the need to re-carpet the newly remodeled Abstract Office and the Register of Deeds Office as well as the space leased to the Department of Human Services. Other offices were also identified as badly needing re-carpeting.

Motion by Mike Crawford, supported by Gene Dawson, to recommend the Finance Committee and the Board of Commissioners consider budgeting \$70,000 for carpeting in the 2007 budget. Motion carried – unanimous.

6. Meadowview Apartment Update

Peter Garwood, Coordinator/Planner, informed the Committee the exterior work on the Meadowview Apartments is complete and an invoice has been submitted by Good Ol' Boys Construction Co., the amount of which must be confirmed, but will likely be between \$49,000 and \$50,000. Mr. Garwood will have the exact amount at the Board of Commissioners meeting.

Great Lakes Roofing has completed the re-roofing job at the Meadowview Apartments.

When all bills are paid the total spent on the exterior and roof of the Meadowview Apartments will be almost \$235,000.

The Committee conducted a site visit at 9:40 a.m. to the Equalization Office and the Abstract Office to see the progress on the remodeling project.

Meeting adjourned 10:02 a.m.